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OFFICE OF TRAINING

NOTICE
NO. 5-55

3 February 1955

SUBJECT: Imprest Stamp Account

REFERENCE: CIA Regulation [REDACTED]

25X1A

1. In accordance with subject regulation, an imprest stamp account exists in the Office of Training for handling official correspondence expeditiously and securely. Administrative control of this account is the responsibility of the Administrative Officer, OTR. Sub-accounts may be established within OTR, where necessary, based upon operational requirements. Requests for the establishment of sub-accounts should include adequate justification and should be submitted to the Administrative Officer, OTR, for approval.

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2. [REDACTED] Room 1111, Alcott Hall, Extension 8275, has been appointed custodian of this account and is responsible to the Chief, Central Mail Room for all stamps issued to OTR personnel in accordance with CIA Regulation [REDACTED]

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3. Sub-account custodians are responsible to the OTR custodian for all stamps issued from their sub-accounts. They are also responsible for the maintenance of records and the establishment of safeguards to ensure that all stamps issued are used for official purposes.

4. Persons requesting stamps will be required to complete Postage Slips, Form No. 35-11.

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[REDACTED]
MATTHEW BAIRD
Director of Training

Distribution: All OTR Personnel

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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